SECTION 1

TITLE AND APPROVAL SHEET

1.1 Each QAPP should include a title page noting the title of the plan, name of the organization(s) implementing the project, as well as names and titles for:

- Organization's Project Manager
- Organization's Quality Assurance Manager
- USEPA Project Manager *(Required)*
- USEPA Quality Assurance Manager *(Required)*
- Others, as needed (e.g., State, other Federal agency)

1.2 If the project is to be conducted by personnel from more than one institution, appropriate individuals from each institution should sign the title page. Figure 1-1 presents an example of the title page.

1.3 All QAPPs must be prepared using a document control header placed in the upper corner opposite the binding of each document page (Figure 1-2). The following information must be included in the header:

a) *Section Number* which identifies the section or chapter.
b) *Revision Number* which identifies the most recent revision.
c) *Date* is the date of the most recent revision.
d) *Page __ of __* which identifies the specific page and the total number of pages in the section.

Section No.	_____
Revision No.	_____
Date	_____
Page_____ of _____	

FIGURE 1-2 Example of a document control header.

```
          Quality Assurance Project Plan
                     for
          _____(Project Name)_____


                 Prepared by:

                   (Name)
                  (Address)
               (Phone Number)


                 Prepared for:

                   (Name)
                  (Address)
               (Phone Number)

          _____(Date)_____




                  Approvals:


_____
          Project Manager, Title/Date
                   Agency


_____
        Primary QA Manager, Title/Date
                   Agency


_____
      USEPA Project Manager, Title/Date
                   Agency



_____
        USEPA QA Officer, Title/Date
                   Agency
```

FIGURE 1-1 Example of title page format for QAPPs.

SECTION 2

CONTENTS

2.1 List the sections, figures, tables, references, and appendices included in the document. Corresponding page numbers should be provided for sections/chapters and the literature cited section.

2.2 In some cases, particularly where abbreviated form QAPPs are produced, the content section is optional.

SECTION 3

DISTRIBUTION LIST

3.1 A list of the individuals and their organizations who will receive copies of the approved QAPP should be included; subsequent revisions should be compiled and included in the QAPP. All managers who are responsible for implementing any portion of the plan, as well as the QA managers and representatives of all groups involved, should be included.

SECTION 4

PROJECT/TASK ORGANIZATION

4.1 The organizational aspects of a project provide a framework for conducting tasks within the project. The organizational structure and function can also facilitate project performance and adherence to QC procedures and QA requirements. Key individuals, including the QAO, responsible for ensuring the collection of valid data and the routine assessment of the data analysis for precision and accuracy must be included in the project organization description. Also identify the data users and the person(s) responsible for approving and accepting final products and deliverables. An example of a project organizational diagram is presented in Figure 4-1. The relationships and lines of communication among all project participants and data users need to be included in the organizational chart. Where direct contact between managers and data users does not occur, such as between a project consultant for a Potentially Responsible Party and the USEPA risk assessment staff, the chart should illustrate the route by which information is exchanged. The chart should be realistic and practical, and should reflect only actual lines of authority and communication for the project.

4.2 Effective QA/QC procedures and a clear delineation of QA/QC responsibilities are essential to ensure the utility of environmental monitoring results. All aspects of the project (field operations, laboratory activities, and data handling and analysis) must be addressed for the organization process to be complete. In order for a monitoring or assessment study to proceed smoothly and yield valid and usable data, it is essential that all individuals are clearly informed of and understand their responsibilities. Key positions and general duties often included in the project organization and responsibility section of the QAPP are listed in Table 4-1. It is recognized that some agencies have small staffs, therefore, WITH THE EXCEPTION OF THE PRIMARY QA OFFICER ROLE, TWO OR MORE OF THE DUTIES LISTED IN TABLE 4-1 MAY BE THE RESPONSIBILITY OF THE SAME INDIVIDUAL. These individuals must be identified by title, level of expertise, and a brief description outlining their responsibilities.
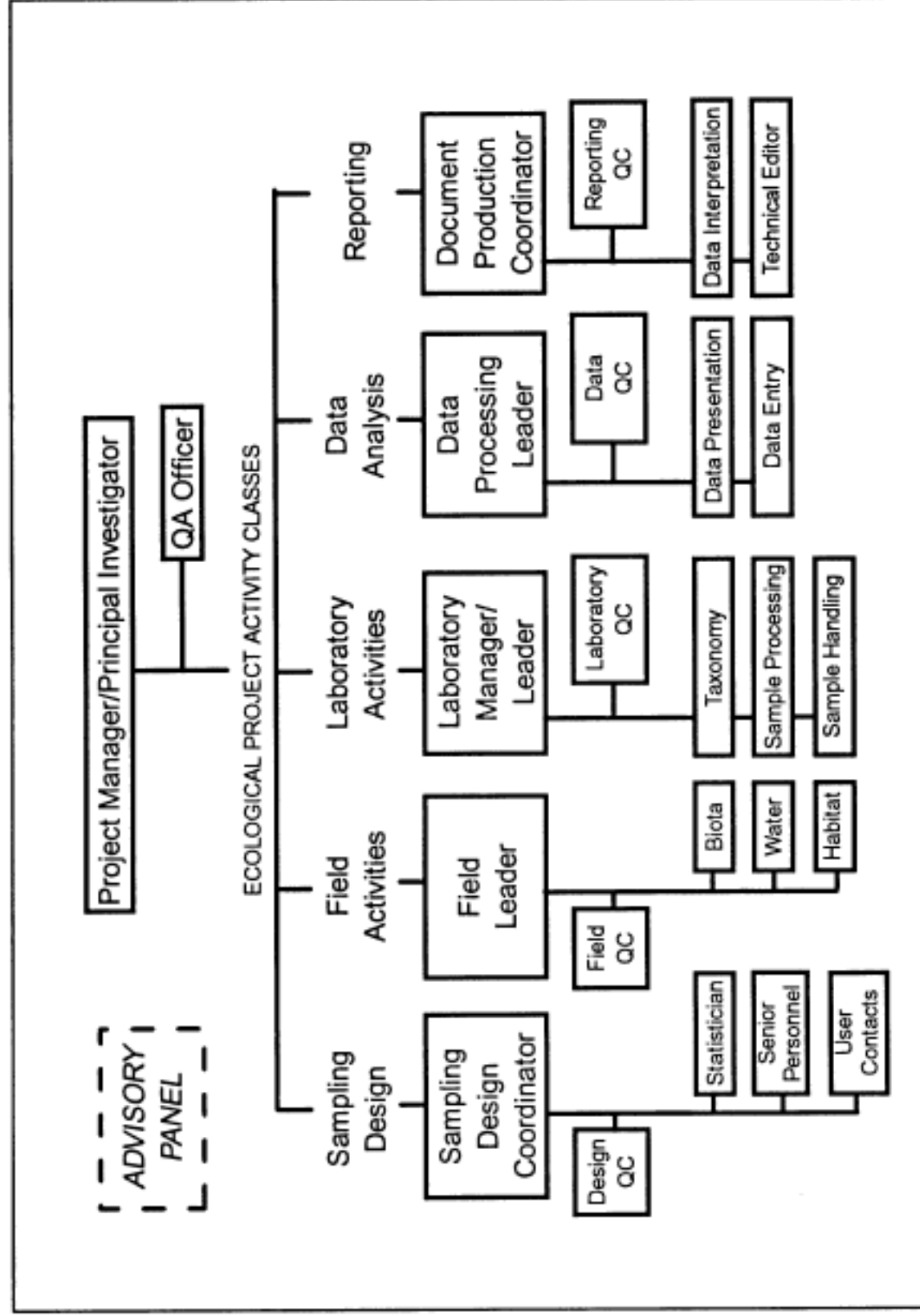
FIGURE 4-1 Organizational chart illustrating project organization and lines of communication.

11

TABLE 4-1 Key positions or areas of responsibility often included in a project organization framework (a sole staff member is NOT required for each of these positions; an individual may be called upon to perform one, two, or several of these sets of responsibilities).

TITLE	DESCRIPTION OF DUTIES/RESPONSIBILITIES
Advisory Panel (if necessary)	The Advisory Panel holds intermittent meetings for review process of the overall program in order to confirm or refute whether the objectives are being met. The group may make suggestions for changing specific procedures or overall organization in the event that the program design fails to meet the stated goals.
Project Manager/ Principal Investigator	The Project Manager supervises the assigned project personnel (scientists, technicians, and support staff) in providing for their efficient utilization by directing their efforts either directly or indirectly on projects. Other specific responsibilities include: coordinate project assignments in establishing priorities and scheduling, ensure the completion of high-quality projects within established budgets and time schedules, provide guidance and technical advice to those assigned to projects by evaluating performance, implement corrective actions and provide professional development to staff, and prepare and/or review preparation of project deliverables, interact with clients, technical reviewers, and agencies to assure technical quality requirements are met in accordance with contract or grant specifications.
Project QA Officer	The QA Officer reports to the Project Manager and is independent of the field, laboratory, data, and reporting staff. Major responsibilities include monitoring QC activities to determine conformance, distributing quality related information, training personnel on QC requirements and procedures, reviewing QA/QC plans for completeness and noting inconsistencies, and signing-off on the QA plan and reports.
Sampling Design Coordinator	The Sampling Design Coordinator is responsible for completion of the sampling design by coordinating resources from the statistician, senior contributing personnel and the needs of the user or contacts that are relative to the sample design.
Sampling Design QC Officer	The Sampling Design QC Officer is responsible for performing QC evaluations to ensure that quality control is maintained throughout the sampling design process.
Field/Sampling Leader(s)	The Field or Sampling Leader(s) is responsible for on-schedule completion of assigned field work with strict adherence to SOPs and complete documentation. The Field Leader(s) will supervise all field activities, including implementation of the QA/QC program.
Sampling QC Officer	The Sampling or Field Operations QC Officer is responsible for performing QC evaluations to ensure that quality control is maintained throughout the entire field sampling procedure.
Laboratory Manager/ Leader	The Laboratory Manager is responsible for on-schedule completion of assigned laboratory analyses with strict adherence to laboratory SOPs. The Lab Manager will supervise all lab activities, including implementation of the QA/QC program.

TABLE 4-1 Continued.

TITLE	DESCRIPTION OF DUTIES/RESPONSIBILITIES
Laboratory QC Officer	The Laboratory QC Officer is responsible for performing QC evaluations to ensure that quality control is maintained throughout the entire sample processing procedures that occur within the laboratory.
Data Processing Leader	The Data Processing Leader is responsible for on-schedule completion of assigned data processing work and complete documentation. The data processing leader/manager will supervise all data processing activities, including implementation of the QA/QC program.
Data QC Officer	The Data Processing QC Officer is responsible for performing QC evaluations to ensure that quality control is maintained throughout the data analysis process.
Document Production Coordinator	Document Production Coordinator is responsible for on-schedule completion of assigned writing, editing and data interpretation work. The Document Production Coordinator will direct all reporting activities, including in-house and outside review, editing, printing, copying, and distributing or journal submission.
Reporting QC Officer	The Reporting QC Officer is responsible for performing QC evaluations to ensure that quality control is maintained throughout the entire reporting and document production process.